

## 'Best Efforts' policy for the Bartlett for Congress Campaign

1. Each printed request for a campaign contribution includes a printed reply device requesting the occupation and employer for each contributor whose current election cycle contributions aggregate more than \$200. In addition, each printed reply device notes that the occupation and employer information is requested in compliance with Federal Election Commission law.
2. Each received campaign contribution is promptly processed and the data is entered in the software package used by the campaign. During this data entry process, occupation and employer information is entered for all contributors who have supplied this information.
3. On a weekly basis, current cycle contributor aggregate totals are reviewed for each contributor with a contribution received during the previous week.
4. In the event a contributor is discovered whose aggregate total is more than \$200 in a single election cycle and their respective employer and occupation information is not known, a printed letter is immediately generated and forwarded to the contributor. The printed letter informs the contributor that federal law requires Congressional campaigns to report the occupation and employer of each contributor whose aggregate contribution total is \$200 or more in a single election cycle. The letter package includes a form for the contributor to complete and a preprinted return envelope. The letter does not contain a request for an additional contribution.
5. Any received responses to this request are immediately entered into the software package used by the campaign. In the event the information is not received before the corresponding financial disclosure report is filed, an amended report is prepared and filed.